

February 23, 2000

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

FROM: M/OP, Rodney W. Johnson, Director

SUBJECT: Use of the Dun and Bradstreet Data Universal Numbering System (DUNS)

CONTRACT INFORMATION BULLETIN 00 - 06

This CIB supersedes CIB 98-20

The purpose of this CIB is to update the guidance on how to obtain DUNS numbers as required under FAR 4.603.

Contractors located within the United States can obtain their DUNS number (at no charge) by calling Dun and Bradstreet (D&B) at 1-800-333-0505. For contractors located outside of the United States, D&B has Information Service offices worldwide. To obtain the location and phone number of the local D&B office, those contractors can visit the Internet home page at <http://www.customerservice@dnb.com>. Contractors can also contact D&B via e-mail at [globalinfo@mail.dnb.com](mailto:globalinfo@mail.dnb.com). See FAR 52.204-6.

If the contractor cannot provide its DUNS number, the contracting office should obtain it by contacting Dun & Bradstreet as follows:

Requests for 5 or fewer DUNS numbers can be obtained via telephone at (610) 882-7741 or (888) 546-0024

Requests for more than 5 DUNS numbers should be obtained via facsimile at (610) 882-7140

M/OP/CIMS will continue to establish an account with Dun & Bradstreet to cover the costs of obtaining DUNS numbers.

Contracting Offices requesting DUNS numbers must provide the following information to D&B:

1. Name of Agency: USAID
2. Agency Code: 1152
3. Contracting Office Code: 11520
4. Name and telephone number of the individual making the request
5. Contractor name, street address, city, state, (country if applicable), zip code and telephone number (if available)

Should you need assistance in obtaining DUNS numbers, please contact:

M/OP/CIMS  
Room 7.8-100  
RRB  
Washington, DC 20523  
Telephone: (202) 712-0397  
Facsimile: (202) 216-3131

Please direct any questions regarding this CIB to Judy Britt, M/OP/CIMS at (202) 712-0397.